

S-E-C-R-E-T

Minimal Award Cases Contd.  
4 December 1958

25X1A

SUGG. NO. 58-611: dated 12 May 1958  
[REDACTED] GS-9, Admin Asst.  
WH, DD/P

Summary : Suggester proposed that Form 1158, Cash Voucher, be revised to safeguard against unauthorized disbursements.

Action Taken : Technical Accounting Staff has revised the form to accomplish this.

Award : \$25.00 award granted.

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25X1A

SUGG. NO. 59-9 : dated 10 July 1958  
[REDACTED], GS-7, Intelligence Assistant  
SE, DD/P

Summary : Suggester proposes posting instructions near all auto-stat machines to explain the process for making positive-negatives.

Action Taken : Building Supply Officers have been requested to ensure that an instruction booklet accompanies each Auto-Stat and Verifax machine at the time of delivery and to place in the immediate vicinity of each machine a poster which spells out step-by-step instructions for its proper operation.

Award : \$15.00 award granted.

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25X1A

SUGG. NO. 59-12 : dated 18 June 1958  
[REDACTED], GS-11, Instructor

25X1A

Summary : Suggester proposed placing a protective guard around field generators [REDACTED]

Action Taken : The operating area of the housing which surrounds the driving belts of the 3 Fairbanks-Morse generators has been covered with a wire mesh screening at an approximate cost of \$30.00 each.

Award : \$15.00 award granted.

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25X1A

SUGG. NO. 59-26 : dated 24 July 1958  
[REDACTED] GS-12, Geographer  
ORR, DD/I

Summary : Suggester proposed that maps and atlases be placed in the microfilm reading room in "M" Building as a ready reference for analysts using this room.

Action Taken : The Library has placed three large wall maps in the microfilm reading room.

Award : \$10.00 award granted.

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25X1A

SUGG. NO. 59-61 : dated 19 August 1958  
[REDACTED] GS-7, Secretary-Steno  
[REDACTED], GS-7, Secretary-Steno  
Policy & Planning Staff, OC, DD/S

Summary : Suggesters proposed that all document numbers and dates be typed on the bottom right-hand corner of all documents. The present system is to type these numbers at the top of the page, causing difficulty in locating proper documents when in the middle of an acco-fastened file or when hole-punching takes out all or part of the number.

Action Taken : Records Management analysts have been instructed to consider the suggested practice in conducting files improvement surveys.

Award : Letter of Appreciation to each suggester.

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25X1A

SUGG. NO. 59-80 : dated 4 September 1958  
[REDACTED] GS-5, Intel. Asst.  
EE, DD/P

Summary : The Map Library of ORR displays maps of foreign areas throughout the halls of our buildings. The suggester recommended: (1) in cases where the map titles are in a foreign language, the English derivative be added; and (2) an inset of the surrounding area be added to educate the layman of the exact location of the larger area or city map.

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Sugg. No. 59-80 Contd.

Action Taken : The Map Library has acted upon both points of the suggestion.

Award : \$10.00 award granted.

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25X1A

SUGG. NO. 59-85 : dated 9 September 1958  
[REDACTED] GS-8, Cryptographer  
OC, DD/S

Summary : Suggester proposed a device to protect against encipherment on decipher tape.

Action Taken : This suggestion has been overtaken by events. However, evaluating officials were very much impressed with the originality and understanding of the suggester and recommended a Letter of Appreciation in suggester's Official Personnel Folder to reflect their enthusiasm.

Award : Letter of Appreciation

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25X1A

SUGG. NO. 59-155: dated 24 October 1958  
[REDACTED], GS-13, Deputy Branch Chief  
FDD, OO, DD/I

Summary : Suggester proposed that a tint be made in the spaces provided for recording hours worked or absent on Saturdays and Sundays on the Time and Attendance Report, Form 20.

Action Taken : The Technical Accounting Staff has adopted this idea. The form has been ordered accordingly.

Award : \$15.00 award granted.